King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.010 - Policy Management	Approved By:	Director Allen Nance
	Effective Date:	July 31, 2025
	Reviewed By:	PRC
	Review Date:	July 09, 2025
Distribution:	Document Code No.	

Purpose
To establish the department's requirements for drafting, approving, providing and maintaining policies and procedures.

Policy
It is the policy of the department to provide staff with a set of policies and procedures which are readily accessible and regularly updated. All policies shall endorse professionalism and consistency in achieving and promoting the department's mission, vision, and priorities.

References
State: Washington State Records Retention Schedule
Department Forms: Policy Revision Change Request (F-533)

Definitions
Equity Lens: A perspective or framework used to critically examine policies, practices, programs, and decisions to ensure they promote fairness and inclusion. It involves intentionally considering how different groups, particularly those who are marginalized or disadvantaged, may be affected by a given action or decision.
Policy and Training Unit: The unit within the adult divisions which is tasked with overseeing the review, development, update, and record keeping for both department-wide policies, as well as policies and procedures for the adult divisions. Other divisions may also appoint their own policy/procedure coordinator to manage the same process for division-specific policies and procedures.
Policy Review Committee (PRC): A department-wide committee comprised of at least one senior management representative from each department division. Divisions may also implement their own policy review committees for division-specific policies and procedures.

A. General Guidelines
1. The department director or designee must approve all policies prior to implementation.
2. The PRC shall ensure department policies are reviewed on a routine basis.
3. The PRC shall meet at the discretion of the department deputy director on a routine basis.
4. The policy and training unit is responsible for generating the PRC agenda.
5. Policies to be placed on the agenda include, but are not limited to:

a. Policies due for review based upon the last review date.
b. Request of a PRC member.
c. Policy revision request received via the chain of command.
d. Legislative changes that require policy updates.

6. Staff shall have 30 calendar days from the date of publication to acknowledge updated or new policies and procedures in the department's policy management software, PowerPolicy.
7. To ensure use of the most current versions of policies, procedures and post orders, staff shall refer to PowerPolicy and should not make or store electronic or paper copies.
8. The policy and training unit shall ensure a current version of approved policies and procedures are available online.
9. Unless administratively necessary, the policy and training unit shall ensure department policies are not duplicative with King County policy.
10. PRC members will review policies with an equity lense by intentionally identifying and addressing disparities that could lead to inequitable outcomes and determine if the following needs to occur:
    a. Using data broken down by race, gender, income, and other factors to reveal patterns of disparity and guide targeted action.
    b. Ensuring policy language is clear, culturally sensitive, and avoids reinforcing stereotypes or exclusionary norms.
    c. Applying equity impact assessments or equity lenses to evaluate potential impacts and identify unintended harm.
11. PRC members may utilize administrative discretion to determine emergent policy needs of the department. In these cases, 'emergent' shall fall into the one of the following categories:
    a. Legislative and regulatory changes.
    b. Legal or budgetary decisions with immediate impact.
    c. Major content errors or conflict between policies.
    d. Other changes as ordered by the director.
12. The policy and training unit shall record and track non-emergent policy matters for consideration during the review period.
13. Staff seeking change to department policy shall submit a Policy Revision Change Request (F-533) via the chain of command.
14. PRC meeting attendance:
    a. When addressing a department-wide policy, a division director/commander or division deputy director/major from each division must be present or have provided feedback via a designee.
    b. When processing a policy which addresses division specific information, at least one division director/commander or division deputy director/major from said division must be present or have provided feedback via a designee.
15. Excluding public disclosure requests, Majors/Deputy Division Directors (or higher authority) must pre-approve the dissemination of policies and procedures to persons outside of the department. All requests for policies and procedures must be for official purposes and in writing and should first be reviewed by the department's record unit for redaction if necessary.
16. The department's records unit is required to archive all policies and procedures per the King County and Washington State Records Retention Schedules.
17. Department staff shall follow approved department and County writing guidelines when drafting or revising policies and procedures.

B. Procedures:

1. The policy and training unit shall:
    a. Issue a policy number to all new policies.
    b. Ensure all policies and procedures follow the same format.
    c. Ensure all applicable County policies, RCWs, WACs, other applicable rules, regulations, and codes are referenced in all department policies.
    d. Ensure that all policy and procedure drafts are circulated as directed for review.
    e. Ensure that all policies are approved by the department director prior to implementation.
    f. Indicate the effective date on each policy.
    g. Maintain a complete set of records as noted below:
        1) An electronic set of all approved policies and procedures.
        2) Documentation of the review history and the director's approval of all policies.
    h. Ensure that policies are posted online and policy alerts are sent out to all affected employees.
    i. Audit and ensure employees have electronically acknowledged and signed all applicable policies and procedures, both upon initial employment, or returns from extended leave and as updates occur by providing an automated report to all DAJD supervisors.